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OCCUPANCY TAX COORDINATION

DATE: January 26, 2018

Committee Supervisors:

**D. Dickinson, Chairman
E. Merlino
M. Simpson
J. Strough
D. Beaty
E. Frasier
C. Leggett
K. Geraghty
B. Driscoll**

- I. Committee meeting called to order by Chairman.**
- II. Motion to approve minutes of meeting held on November 8, 2017**
- III. Report on Revenues from the County Treasurer**
- IV. Action Agenda:**
 - Resolution: Continue intermunicipal agreement with Village of Lake George to provide funding for promotion space within The Lake George Visitor Center - \$25,000**
 - Resolution: continue the Tourist and Convention Development Agreement with the Adirondack Civic Center Coalition for one year - \$250,000**
 - Authorize 1st quarter advance once contract with Adirondack Civic Center Coalition contract is signed - \$75,000**
 - Authorize a RFP for website creation & updates, photography and promotion of Festival Commons at Charles R. Wood Park.**
- V. Privilege of Floor**
- VI. Adjourn.**

- VII. Pending Item:**
Chairman working on setting up a presentation by representatives of Airbnb to take place at a future Committee Meeting.

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME: Tourism (Occupancy Tax)

DATE: 1/26/18

- (a) Purpose of Request: to authorize continuation of the intermunicipal agreement with the Village of Lake George to provide funding for promotion space within The Lake George Visitor Center, a New York State designated Tourist Information Center.

- (b) Details: as expiring

- (c) Previous Resolution Number: Res# 104 of 2017

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: A.6417.0002 480.05 - Tourism-Business Promotion \$25,000

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

Warren County Board of Supervisors

RESOLUTION NO. 104 OF 2017

RESOLUTION INTRODUCED BY SUPERVISORS MERLINO, DICKINSON, STROUGH, FRASIER, LEGGETT, VANSELOW, SEEGER, MONTESI, MACDONALD, GERAGHTY AND HYDE

AUTHORIZING CONTINUATION OF INTERMUNICIPAL AGREEMENT WITH THE VILLAGE OF LAKE GEORGE TO PROVIDE FUNDING FOR PROMOTION SPACE WITHIN THE LAKE GEORGE VISITOR CENTER FOR THE TOURISM DEPARTMENT

WHEREAS, Resolution No. 598 of 2015 authorized an intermunicipal agreement with the Village of Lake George for promotional space within the Lake George Visitor Center, for a term commencing January 1, 2016 and terminating December 31, 2016, for an amount not to exceed Twenty-Five Thousand Dollars (\$25,000), and

WHEREAS, the Tourism Committee is requesting to continue this agreement for a term commencing January 1, ²⁰¹⁸~~2017~~ and terminating December 31, ²⁰¹⁸~~2017~~, upon the same terms and conditions as the 2016 agreement, now, therefore be it

RESOLVED, that the Chairman of the Board of Supervisors be, and hereby is, authorized to execute an agreement consistent with the terms and provisions of this resolution and in the form approved by the County Attorney, and be it further

RESOLVED, that the funding for the agreement authorized herein shall be paid from Budget Code A.6417 ⁶⁰⁰³480.05 - Tourism Occupancy, Tourism - Business Promotion, upon receipt of a verified voucher in the amount authorized above.

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

**Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.*

DEPARTMENT NAME: Tourism - Occupancy Tax

DATE: 1/26/18

- (a) Purpose of Request:
Continue the Tourist and Convention Development Agreement with the Adirondack Civic Center Coalition Inc. for one year, 2018

- (b) Details:
County to provide funding in the amount of \$250,000 to be paid on a quarterly basis in 2018

- (c) Previous Resolution Number:
Res# 74 of 2015

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

A.6417.0002 480.02 Tourism- Convention Event Development Fund \$250,000

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

Warren County Board of Supervisors

RESOLUTION NO. 74 OF 2015

Resolution introduced by Supervisors Kenny, Merlino, Conover, Dickinson, Frasier, Simpson and Strough

AUTHORIZING WARREN COUNTY TOURIST AND CONVENTION DEVELOPMENT AGREEMENT WITH THE ADIRONDACK CIVIC CENTER COALITION, INC. FOR OCCUPANCY TAX SPECIAL EVENT FUNDING

WHEREAS, the Occupancy Tax Committee is recommending that Warren County enter into a Tourist and Convention Development Agreement ("Agreement") with the Adirondack Civic Center Coalition, Inc. ("Coalition") wherein the County would provide funding in the amount of Two Hundred Fifty Thousand Dollars (\$250,000) to be paid on a quarterly basis for year ²⁰¹⁵ ~~2015~~ and subject to certain terms and conditions being met, ^{was} ~~and~~ the County ^{having} budgeted the necessary funds, ~~the Agreement can be extended for two (2) additional consecutive one (1) year terms, meaning 2016 and 2017 respectively, now, therefore,~~ ~~be it~~

RESOLVED, that the Warren County Board of Supervisors hereby authorizes an agreement with the Adirondack Civic Center Coalition, Inc. as outlined in the preambles of this resolution and the Chairman of the Board of Supervisors is hereby authorized to execute the Agreement in a form approved by the County Attorney, and be it further

RESOLVED, that the funds shall be expended from Budget Code A.6417 ^{480.02} 480.02 Tourism - Convention Event Development Fund.

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

**Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.*

DEPARTMENT NAME: Tourism - Occupancy Tax

DATE: 1/26/18

- (a) Purpose of Request:
Authorize payment of 1st quarter advance of \$75,000 to Adirondack Civic Center Coalition Inc.

- (b) Details:
County to provide funding in the amount of \$250,000 for 2018 to be paid on a quarterly basis in 2018 (amount paid differs per quarter)

- (c) Previous Resolution Number:
Res# 74 of 2015

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
A.6417.0002 480.02 Tourism- Convention Event Development Fund \$75,000

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

**Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.*

DEPARTMENT NAME: Tourism - Occupancy Tax

DATE: 1/26/18

(a) Purpose of Request:

Authorize a RFP for website creation and updates, photography, and promotion of Festival Commons at Charles R. Wood Park.

(b) Details:

Request forwarded from Parks Operations and Management Committee meeting held on 1/9/18.

(c) Previous Resolution Number:

(d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

Will be paid from A.6417.0002 480.04 Tourism- Warren County Projects - amount unknown at this time

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

Warren County
Occupancy Tax
2017

2017 Revenues

| | |
|------------------------------------|----------------------|
| Revenue Collected through 12/31/17 | \$ 4,257,668.46 |
| Revenue Collected through 12/31/16 | \$ 4,121,769.74 |
| Increase/(Decrease) from 2017 | <u>\$ 135,898.72</u> |
| Increase/(Decrease) from 2017 | 3.19% |

Occupancy Tax Fund Balance

| | |
|---|---------------------|
| General Ledger Balance at 12/31/16 | 3,014,322.63 |
| Appropriated 2017 Budget | <u>(972,547.00)</u> |
| Occupancy Tax Fund Balance at 12/31/16 | <u>2,041,775.63</u> |
| Res#82 '17; Budget Amendment (A.6417 480) | (110,000.00) |
| Res#83 '17; Charles Wood Park Water Feature | (150,000.00) |
| Res#244 '17; Additional Funding for Adirondack Hot Air Balloon Festival | (15,000.00) |
| | <u>1,766,775.63</u> |
| Designated Reserve; per Res #558 '14 | 1,000,000.00 |

Reserve Balances Prior Years

| <u>2004</u> | | <u>2011</u> | |
|--------------------|-----------------------|--------------------|-----------------------|
| G/L Balance | <u>2,049,475.22</u> | G/L Balance | <u>2,714,786.13</u> |
| Approp 2005 Budget | <u>(1,500,000.00)</u> | Approp 2012 Budget | <u>(1,866,673.00)</u> |
| | <u>549,475.22</u> | | <u>848,113.13</u> |
| <u>2005</u> | | <u>2012</u> | |
| G/L Balance | <u>2,280,971.34</u> | G/L Balance | <u>2,496,472.28</u> |
| Approp 2006 Budget | <u>(2,150,000.00)</u> | Approp 2013 Budget | <u>(1,890,353.00)</u> |
| | <u>130,971.34</u> | | <u>606,119.28</u> |
| <u>2006</u> | | <u>2013</u> | |
| G/L Balance | <u>2,247,400.00</u> | G/L Balance | <u>2,713,243.98</u> |
| Approp 2007 Budget | <u>(2,150,000.00)</u> | Approp 2014 Budget | <u>(2,031,239.00)</u> |
| | <u>97,400.00</u> | | <u>682,004.98</u> |
| <u>2007</u> | | <u>2014</u> | |
| G/L Balance | <u>2,481,414.57</u> | G/L Balance | <u>3,018,439.36</u> |
| Approp 2008 Budget | <u>(2,150,000.00)</u> | Approp 2015 Budget | <u>(179,889.00)</u> |
| | <u>331,414.57</u> | | <u>2,838,550.36</u> |
| <u>2008</u> | | <u>2015</u> | |
| G/L Balance | <u>2,542,772.45</u> | G/L Balance | <u>3,068,104.99</u> |

Approp 2009 Budget (2,320,000.00)
222,772.45

Approp 2016 Budget (76,526.00)
2,991,578.99

2009
G/L Balance 2,408,097.77
Approp 2010 Budget (1,650,000.00)
758,097.77

2016
G/L Balance 3,014,322.63
Approp 2017 Budget (972,547.00)
2,041,775.63

2010
G/L Balance 2,656,100.01
Approp 2011 Budget (1,486,870.00)
1,169,230.01